

How to Submit a Proposal

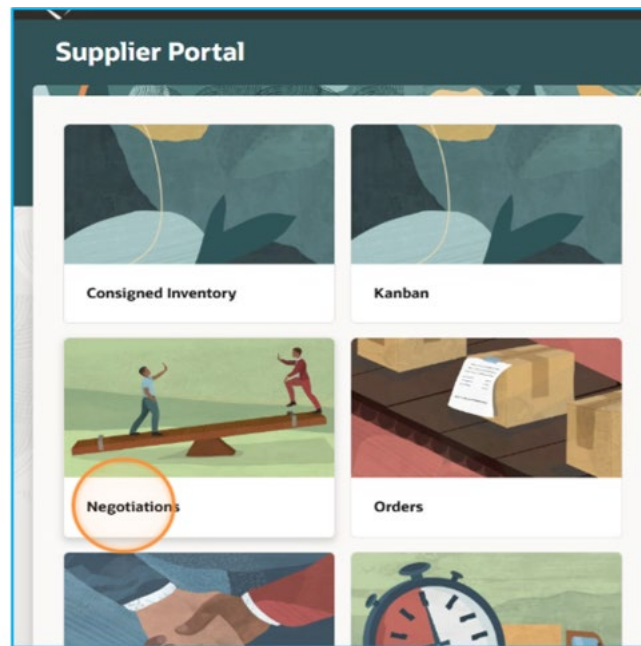
Table of Contents

How to Submit a Proposal 1

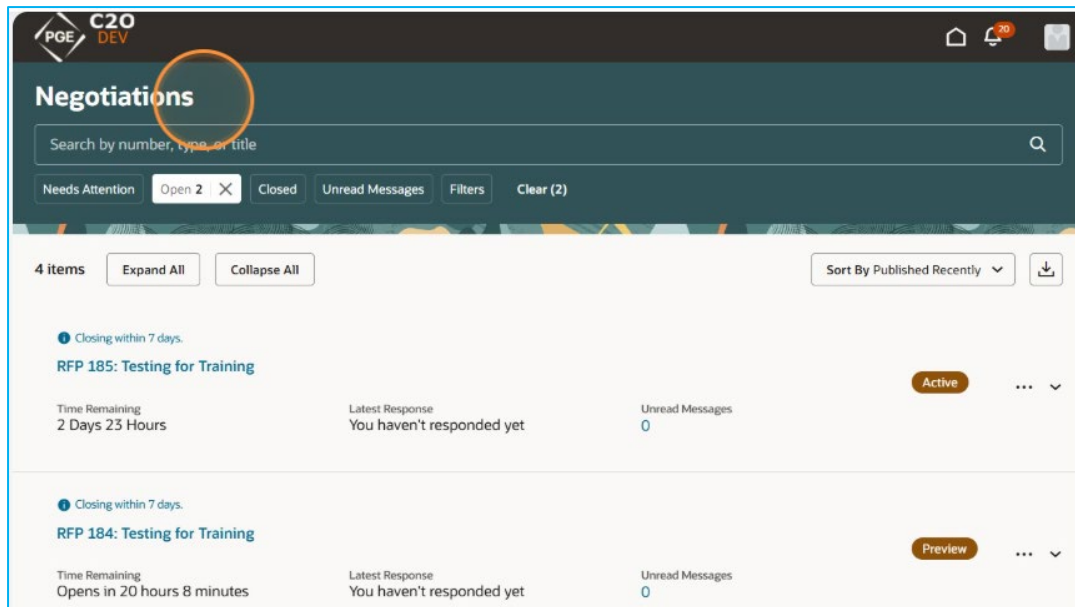
How to Submit a Proposal

Roles Required
PGE Supplier Portal Sales Representative
PGE Supplier Portal Customer Service Representative
PGE Supplier Portal Bidder

1. Log in to the Oracle Applications Cloud Supplier Portal. Upon successful login, the application displays the Supplier Portal landing page, as shown below. Click on **“Negotiation”**

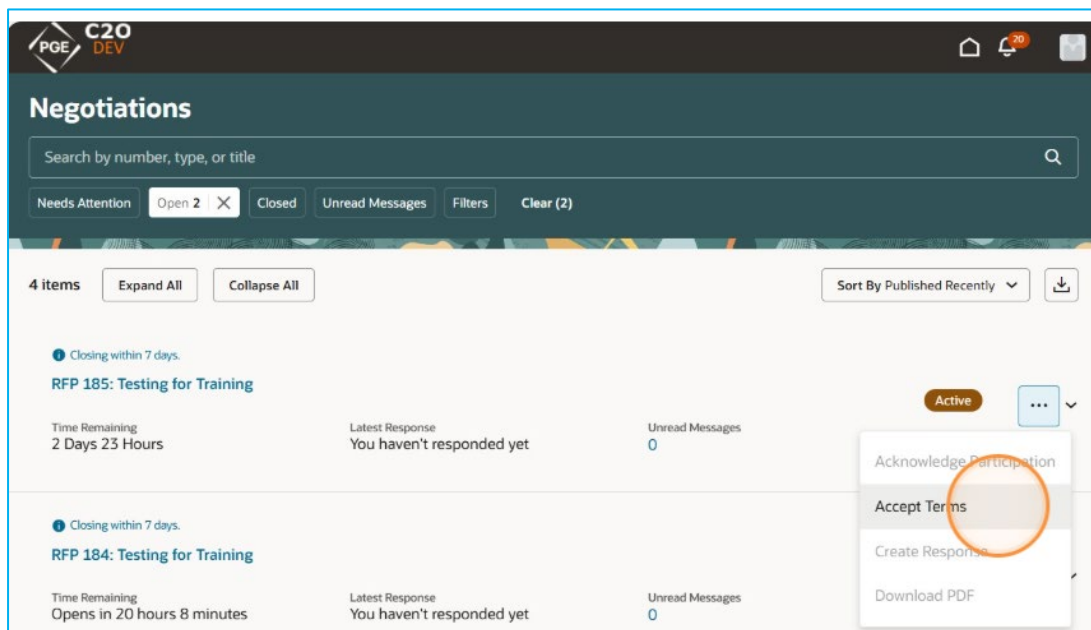


The application will display a list of negotiations that are open for response.



Accept Terms and Conditions

2. Select the required negotiation and click on the 3 dots. The application will display a list of values (LOV), choose the “Accept Terms” option.



- Once the “Accept Terms” option is selected, the application will display the “Accept Terms and Conditions” page to proceed with the activity.

Select the “Accept” radio button; the supplier can also provide comments, if any, to the negotiation owner.

Accept Terms and Conditions
RFP 185: Testing for Training

Portland General Electric (PGE) reserves the right to reject any and all responses for any reason. PGE's decision regarding which supplier(s) will be invited to participate in a formal RFI, RFQ, or RFP process will be based on the overall evaluation of each supplier's response. Evaluation criteria may include, but are not limited to, service coverage, relevant industry experience, commercial capabilities, financial stability, and overall alignment with PGE's business requirements.

This RFI/RFQ/RFP does not constitute a commitment to purchase. Any costs incurred by suppliers in the preparation and submission of responses shall be the sole responsibility of the supplier and will not be reimbursed by PGE.

All responses that substantially meet the stated requirements and specifications, with only minor exceptions or deviations, will be considered. Failure to meet mandatory requirements may result in disqualification from further consideration.

All information disclosed by PGE to suppliers, including the contents of this document, is considered proprietary and confidential to PGE. Such information may not be disclosed to any third party without PGE's prior written consent.

PGE reserves the right to require a formal presentation and/or system demonstration from shortlisted suppliers at a later stage of the evaluation process.

Accept terms and conditions

☒ Accept
☐ Decline

Comments
Supplier can be able to provide the comments if any

Cancel Submit

- Click on the “Submit” button; the application will display the message “Terms and conditions accepted” and then navigate back to the negotiation page.

Accept Terms and Conditions
RFP 185: Testing for Training

Portland General Electric (PGE) reserves the right to reject any and all responses for any reason. PGE's decision regarding which supplier(s) will be invited to participate in a formal RFI, RFQ, or RFP process will be based on the overall evaluation of each supplier's response. Evaluation criteria may include, but are not limited to, service coverage, relevant industry experience, commercial capabilities, financial stability, and overall alignment with PGE's business requirements.

This RFI/RFQ/RFP does not constitute a commitment to purchase. Any costs incurred by suppliers in the preparation and submission of responses shall be the sole responsibility of the supplier and will not be reimbursed by PGE.

All responses that substantially meet the stated requirements and specifications, with only minor exceptions or deviations, will be considered. Failure to meet mandatory requirements may result in disqualification from further consideration.

All information disclosed by PGE to suppliers, including the contents of this document, is considered proprietary and confidential to PGE. Such information may not be disclosed to any third party without PGE's prior written consent.

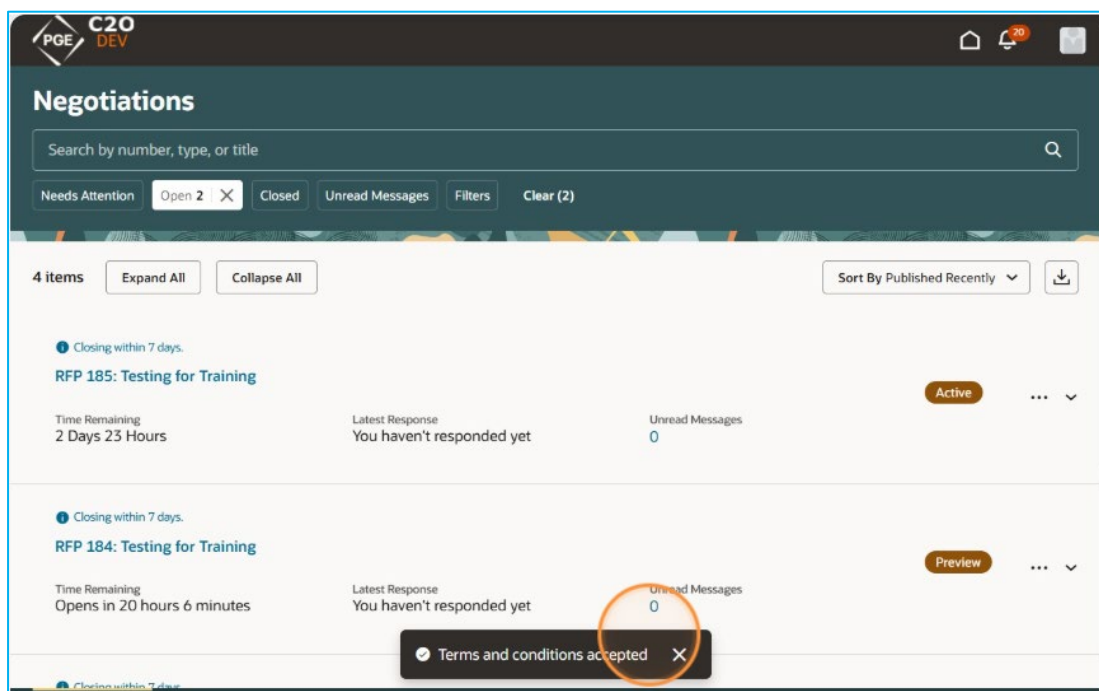
PGE reserves the right to require a formal presentation and/or system demonstration from shortlisted suppliers at a later stage of the evaluation process.

Accept terms and conditions

☒ Accept
☐ Decline

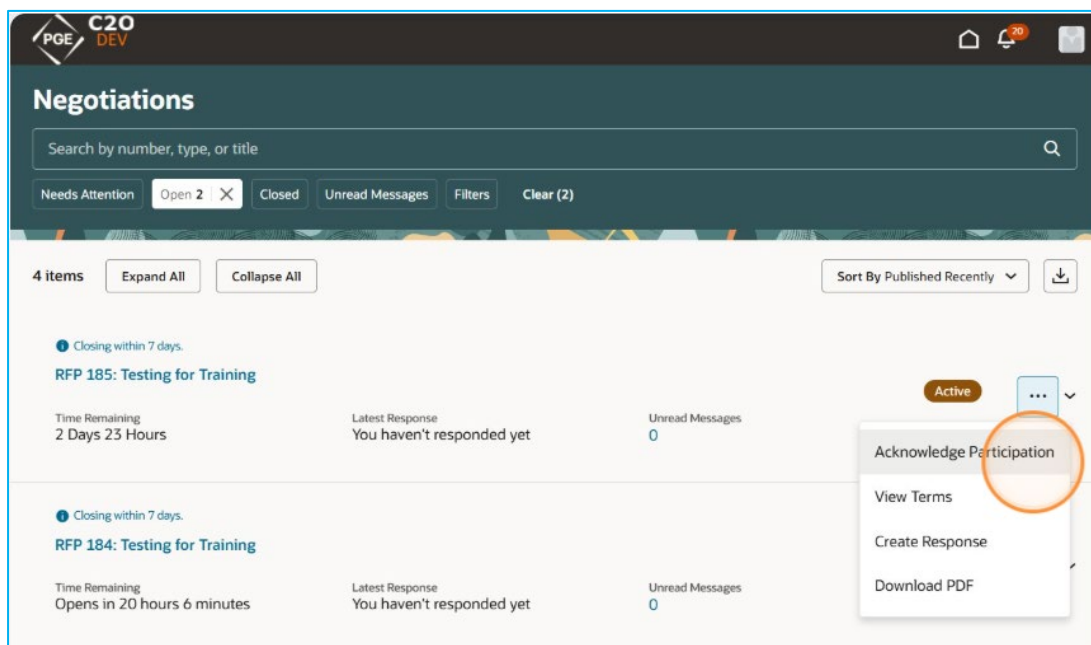
Comments
Supplier can be able to provide the comments if any

Cancel Submit



Acknowledgement participation

5. Select the “Acknowledge Participation” option.



6. Once the “Acknowledge Participation” option is selected, the application will pop-up the “Acknowledge Participation” to proceed with the activity.

Acknowledge Participation
RFP 185: Testing for Training

Supplier
[Empty field]

Supplier Site
PO-01

Do you intend to participate?

☒ Yes, we will participate

☐ No, we won't participate

Note to Buyer
[Empty text area]

Cancel Update

7. The supplier can provide a note to the buyer, if required.

Click the “Update” button; the application will navigate back to the Negotiation page.

Acknowledge Participation
RFP 185: Testing for Training

Supplier
[Empty field]

Supplier Site
PO-01

Do you intend to participate?

☒ Yes, we will participate

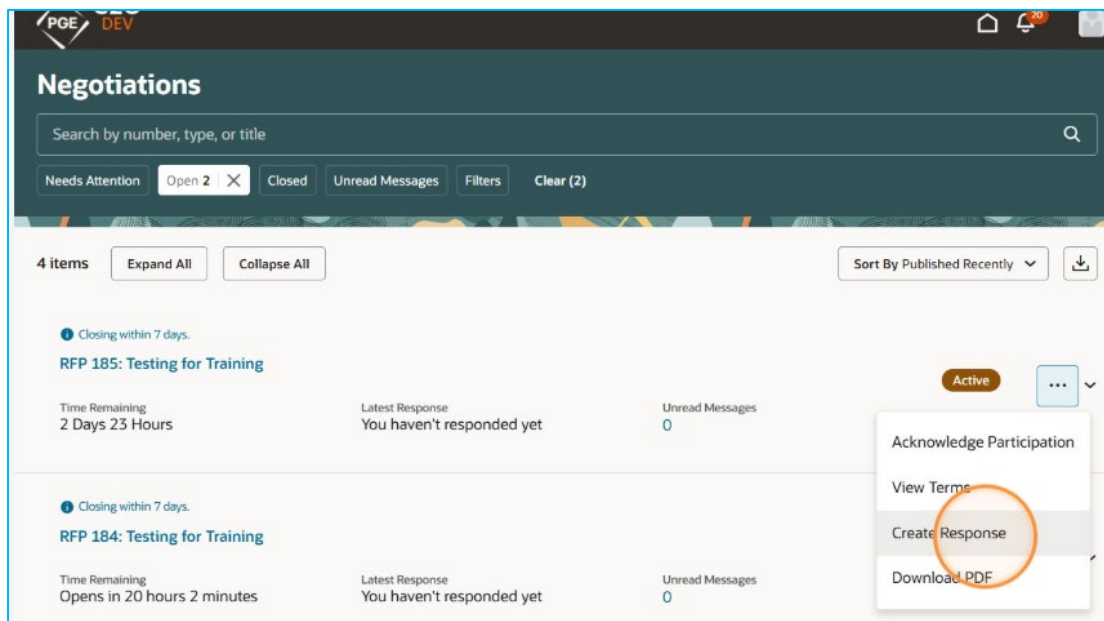
☐ No, we won't participate

Note to Buyer
Supplier will be able to provide the note/details to the buyer

Cancel Update

Create Response

8. Select the “Create Response” option for the selected negotiation.



9. Once “Create Response” is clicked, the application will display the Response/Proposal page, where the supplier can answer the questions and provide pricing for the line items.

The screenshot shows the 'Response/Proposal' page. At the top, there are two tabs: 'Response Prices Not Entered' and 'Response Valid Until'. Below these, there's a 'Reference Number' field and a 'Note to Buyer' text area. The 'Attachments' section includes a 'Drag and Drop' area with the text 'Select or drop files here.' and a URL field with an 'Add URL' button. The 'Requirements' section is expanded, showing 'View Instructions' and a list of requirements. The first requirement is '1. Commercial' with a sub-question: '1. What is the total duration of your company's professional experience in this domain?'.

10. Once “Drag and Drop” is clicked, the system will open the file explorer, allowing the supplier to select and upload a file.

Provide the required information for the questions available in the “Requirements” folder.

The screenshot shows the 'Requirements' section of a web application. It has a header 'Requirements' with a dropdown arrow and a link 'View Instructions'. Below this, there are two sections: '1. Commercial' and '2. Technical'. In the '1. Commercial' section, there is a question '1. What is the total duration of your company's professional experience in this domain?' with a text input field containing '30Years' and an 'Add Attachments' button. In the '2. Technical' section, there is a question '1. Number of certified technical resources?' with a text input field containing '45'. The input field for '45' is circled in orange.

11. Provide the pricing details in Lines section and click on details button.

The screenshot shows the 'Lines' section of a web application. It has a header 'Lines' with a dropdown arrow and a link 'View Instructions'. Below this, there is a search bar 'Search by item, description, or category' and two buttons 'From Line' and 'To Line'. Below these, there is a table with one item. The table has columns: 'Line', 'Description', 'Details', 'Category Name', and 'Attachments'. The 'Details' column for the first item is highlighted with a green box. The first item is '1 Materials' with a 'Details' button next to it.

12. The application will open the line page where the response price can be entered.

The screenshot shows the 'Line 1: Materials' page in a web application. It has a header 'Line 1: Materials'. Below this, there are several input fields: 'Item', 'Revision', 'Description Materials', 'Category Name MATERIALS', 'Start Price (USD)', 'Response Price (USD)' (circled in orange), 'Estimated Quantity 100', 'UOM EA', 'Close Date 4/30/26 12:00 AM', 'Target Minimum Release Amount...', 'Response Minimum Release...', and 'Supplier'. There is also a 'Note to Buyer' text area. At the bottom, there is an 'Attributes' section with a search bar 'Search by attribute or group' and a magnifying glass icon.

13. The supplier can enter the attribute response values for the lines in the “Attributes” section.

Item: [] Revision: [] Description: Materials Category Name: MATERIALS

Start Price (USD): [] Response Price (USD): 80.00 Estimated Quantity: 100 UOM: EA

Close Date: 4/30/26 12:00 AM Target Minimum Release Amoun... Response Minimum Release... Supplier: []

Note to Buyer: []

Attributes

Search by attribute or group []

Group	Attribute	Response	Target Value	Response Value	Action
PGE Attributes List	Lead Time	Optional			[]
PGE Attributes List	Minimum Order Quantity (MOQ)	Optional			[]
PGE Attributes List	Standard Package Size	Optional			[]

Cancel Save

14. Once all the details are provided, click the “Save” button. The application will save the record and navigate back to the Response/Proposal page

Item: [] Revision: [] Description: Materials Category Name: MATERIALS

Start Price (USD): [] Response Price (USD): 80.00 Estimated Quantity: 100 UOM: EA

Close Date: 4/30/26 12:00 AM Target Minimum Release Amoun... Response Minimum Release... Supplier: []

Note to Buyer: []

Attributes

Search by attribute or group []

Group	Attribute	Response	Target Value	Response Value	Action
PGE Attributes List	Lead Time	Optional			[]
PGE Attributes List	Minimum Order Quantity (MOQ)	Optional			[]
PGE Attributes List	Standard Package Size	Optional			[]

Cancel Save

15. Validate the Proposal - 3 dots > Validate.

Once the “Validate” option is selected, the application will validate the entire proposal and display a pop-up message stating that the proposal has been validated.

The screenshot shows the 'Proposal 10005' interface in 'Draft' status. The header includes the title 'Proposal 10005', the subtitle 'RFP 185: Testing for Training', and buttons for 'Save' and 'Submit'. A three-dot menu is open, with the 'Validate' option highlighted by an orange circle. Other options in the menu include 'Messenger', 'Save and Close', 'View Negotiation', 'Download PDF', and 'Cancel'. The main form area contains fields for 'Supplier', 'Close Date' (4/30/26 12:00 AM), 'Respond by Spreadsheet', 'Response Amount' (\$8,000.00), 'Response Valid Until', 'Reference Number', and 'Note to Buyer'.

16. Click the “Submit” button; the supplier proposal will be submitted for the negotiation, and the proposal status will change from Draft to Active.

The screenshot shows the 'Proposal 10005' interface in 'Draft' status. The header includes the title 'Proposal 10005', the subtitle 'RFP 185: Testing for Training', and buttons for 'Save' and 'Submit'. The 'Submit' button is highlighted by an orange circle. The main form area contains fields for 'Supplier', 'Close Date' (4/30/26 12:00 AM), 'Respond by Spreadsheet', 'Response Amount' (\$8,000.00), 'Response Valid Until', 'Reference Number', and 'Note to Buyer'.

PGE

C20

DEV

Proposal 10005

Active

...

Close

RFP 185: Testing for Training

Time Remaining

2 d, 23 hr

Supplier

Close Date

4/30/26 12:00 AM

Response Amount

\$8,000.00

Requirements

Lines

Search by item, description, or category

Q

From Line

To Line

Line

Description

Details

Category Name

Suppl Item

Manu

Manufac Part...

Start Pri...

Res Pri